

REIMBURSEMENT PROGRAM FOR CODE EDUCATION



This program is made possible through the Code Officials Education and Training Fund. Revenue for the fund comes from assessments on building permits.

State of Connecticut
Department of Public Safety
Division of Fire, Emergency & Building Services
Office of Education and Data Management

Reimbursement Program

The Office of Education and Data Management is announcing a reimbursement program that will provide assistance to regional and local code officials' organizations, and allied design and trade associations in providing educational programs to code officials, and to design & trade professionals.

- The funding period is from July 1, 2006 until June 30, 2007. Reimbursement is limited to a maximum of \$500 per applicant per quarter during the funding period. Funds for educational programs will be allocated to approved applicants on a first-come first-served basis.
- Eligibility will be determined based on the following criteria:
 - 1) The program must be building or fire code related.
 - 2) Program must be attended by design professionals, members of allied construction trades or code enforcement officials.
 - 3) Funds must be applied for, and approved, prior to presentation of the program.
 - 4) Funds are available to:
 - a) Code enforcement officials actively employed in a municipality within the State of Connecticut;
 - b) Regional or statewide code official organizations whose membership consists primarily of code officials;
 - c) Design professional and trade associations in the State of Connecticut.
 - 5) Applications must be completed and include:
 - a) The applicant's **Federal Employer Identification Number** [FEIN] or Social Security Number,
 - b) An outline of the presentation subject matter;
 - c) A copy of class handouts, and
 - d) A biographical sketch or resume of the presenter.
 - 6) No fee is charged to participants.
 - 7) The Office of Education and Data Management must give approval of the program prior to its delivery.
- Applicants will be notified within 20 days of their eligibility for reimbursement.
- Within 30 days after completion of the program, applicants must submit an invoice for reimbursement accompanied by appropriate documentation and receipts to the Office of Education and Data Management.

For additional information or questions on eligibility contact Sue Vaughn at the Office of Education and Data Management at 860-685-8330.

Application for Reimbursement Program FY 2006-07

Applicant Name: _____

FEIN or SSN#: _____

Contact Person: _____

Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Program Dates: From: _____ To: _____ Total Class Hours _____

Program Title & Location: _____

Instructor Name: _____ Program Cost: _____

Amount requested: \$ _____ Funds are for: _____
[Not to exceed \$500]

Target Audience [Check all that apply]:

- ☐ Architects ☐ Builders ☐ Building Officials ☐ Carpenters
☐ Electricians ☐ Fire Officials ☐ HVAC Techs ☐ Interior Designers
☐ Plumbers ☐ Other _____

As part of this application attach the following:

- 1) Outline of the presentation subject matter;
- 2) A copy of class handout materials;
- 3) A resume or biographical sketch of the instructor(s)

Applicant or Authorized Person's Name: _____
[PLEASE PRINT CLEARLY]

Applicant or Authorized Person's Signature: _____
[PLEASE PRINT CLEARLY]

Mail the application to: Department of Public Safety
Office of Education and Data Management
Middletown, CT 06457-9294
Attention: Sue Vaughn

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AGENCY APPROVAL

Name

Title

Date

REIMBURSEMENT PROGRAM FY 2006-07

APPLICATION CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> yes <input type="checkbox"/> no | 1) Application information is complete |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 2) Presentation outline is attached |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 3) Copy of handouts are attached |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 4) Instructor Bio or resume is attached |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 5) Applicant meets guidelines |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 6) Program is building or fire code related |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 7) Amount requested does not exceed \$500 |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 8) There is no fee to participants |
| <input type="checkbox"/> yes <input type="checkbox"/> no | 9) Target audience approval |
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